

**Section 3.3.4 OPTIONS MENU****Security - Define User****Display Tab**

Purpose	This section provides the procedures to query the database for a user's security information regarding functions, roles, etc. by using the <b>Display</b> tab window.
Tabs	Display
Reminders	<ol style="list-style-type: none"><li>1. The Display tab is accessed through the <u>O</u>ptions, <u>S</u>ecurity, Define <u>U</u>users items on the Menu bar.</li><li>2. The Display tab is activated when a User ID, Function or Role is entered on the Selection Criteria window under the Selection tab. It is very similar to the Functions tab, but it may display the detail for a list of users instead of a single user. The Display tab is for inquiry only.</li><li>3. The List of Users by Function window on the Display tab provides the detail security data, based on the selection criteria entered on the Selection tab. If the selection is based on a function, it will display all users having access to that function along with the scope. If the selection is based on user information, it will display all the functions available to the user along with the scope.</li><li>4. For instructions on how to select a user see <i>Section 3.3</i>.</li></ol>
References	<i>No specific references.</i>

**Display Tab**

The following window is displayed when the Display tab is selected. The fields displayed are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Define Users

Selection User ID Roles Functions Display

List of Users By Functions

User Id	Role Name	Function	D e p t	A g y	T k u	Up- date
CRANDALLB	59 01 APPROVER	Action Code				<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Active Userid Security Prof	59 01	AL		<input type="checkbox"/>
CRANDALLB	59 01 APPROVER	Activity Usage Report	59 01	604		<input type="checkbox"/>
CRANDALLB	59 01 APPROVER	Agency Activity	59 01	604		<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Agency Options	59 01	AL		<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Agency Pay Type	59 01	AL		<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Agency Pay Type Group	59 01	AL		<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Approval Window	59 01	AL		<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Approval: Civil Service	59 01	604		<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Approval: Financial	59 01	AL		<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Approval: OFM				<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Approval: Personnel	59 01	AL		<input checked="" type="checkbox"/>
CRANDALLB	59 01 APPROVER	Approval: Supervisor	59 01	AL		<input checked="" type="checkbox"/>

<=> Refresh Roles Define Scope Copy To New Delete Save Close

Ready

**DCDS Input Procedures - Display Tab**

The following information is displayed:

Field Name	Description
User ID	DCDS User Identification.
Role Name	Name of the role(s) assigned to the user. <b>Note:</b> The role defines the functions that a user can perform.
Function	List of functions assigned to the user. <b>Note:</b> Functions define the actions of a role. For a timekeeper, the function could allow the timekeeper to update timesheets for their department, agency and TKU or just one level.
Dept, Agy, TKU	The department, agency or timekeeping unit (TKU) a user has access to.
Update	A (✓) indicates updating capability is allowed.